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1, September 54

MEMORANDUM TO: Colonel White  
SUBJECT : Logistics Office Activity Reports

The following items which appeared in the weekly activity reports of the Logistics Office during the period 1 August to 10 September, inclusive, appear to be of special interest, or concern matters which should be brought to your attention. These items are listed by the date of the report and are quoted verbatim. When additional or more recent information is available on an item, it follows the quoted item.

1. Report for the period ending 6 August:

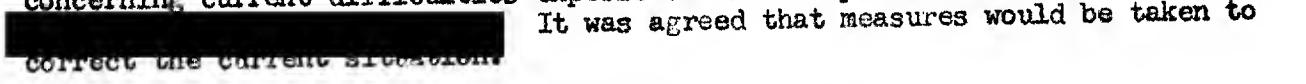
a. Safe Filing Equipment (new and completed item)

Problems incident to the use of Herring, Hall and Marvin four-drawer safes have been brought to the attention of the Security Office and the Records Management Division, Management Improvement Staff. This safe cannot be used in many offices because of floor load limits, drawers not constructed to permit the anchoring of standard file guards; and design of cabinets prevents use of central position guides of file folders placed in drawers.

25X1A6a See additional information on this item in the report dated 3 Sept. 54.  


2. Report for the period ending 13 August:

a. Department of Defense Support (continued item)

25X1C Air Force - Met with Lt. Gen. Boatner, DCS/M, Headquarters, USAF, concerning current difficulties experienced in Europe relative to  It was agreed that measures would be taken to correct the current situation.  


25X1C

b. Real Estate Purchase (new and continued item)

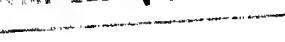
25X1A6a Authority has been delegated to the field for the purchase of a house costing approximately \$10,000.  (Far East Area). Arrangements have

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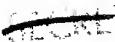
File Reference No. 

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Date 20/11/78 By 029



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## 3. Report for the period ending 20 August:

a. FY-52 Contingency Fund Procurement (continued item)

The complete analysis of material procured from the Department of the Army under the above fund has been completed. The results of this analysis, to include shipping instructions, will be forwarded to G-4, Department of the Army for appropriate action.

## 4. Report for the period ending 27 August:

a. Department of Defense (continued item)

Army - In a meeting with a representative of Department of the Army G-4, information was received that some difficulty may be experienced in securing materiel forecast by the Agency as required in the Far East area, due to a substantial reduction of Department of Army materiel stock levels in that area. This reduction in stock levels was discussed in detail with 25X1A6a G-4, [REDACTED] during a recent field trip by a representative of the Logistics Office. G-4, [REDACTED] has agreed to accept line item forecast from the [REDACTED] Support Mission on a six months basis for requisitioning action. This action should preclude any difficulty in securing materiel support; however, follow-up will be made through the [REDACTED] Depot concerning the availability of materiel.

b. Special Ordnance Materiel (continued item)

25X1C The renovation [REDACTED] has been completed. These items have been prepared for long term storage and were renovated at a total cost of approximately \$20,000.

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25X1A  
25X1A6a

25X1A2g

25X1C4a

## 5. Report for the period ending 3 September:

a. Department of Defense Support (continued item)

Air Force - Participated in a meeting with representatives of Department of the Air Force relative to the development of revised reimbursement procedures designed to eliminate current difficulties encountered in the Zone

of Interior. As a result of this meeting, Department of the Air Force has agreed to establish a procedure whereby item summaries, supported by shipping documents, will be furnished periodically to this Agency. This procedure will permit reconciliation of authenticated receiving documents with the item listings. It was further agreed that the Agency would forecast requirements to the Department of the Air Force on a dollar basis.

b. Special WH Project (new and continued item)

The Supply support phase of this project has been completed. All outstanding shipments have been canceled and items have been returned to stock where appropriate. All unused materiel from the project that has been recovered and returned for future use of the Agency has been placed in stock.

c. Safe File Equipment (continued item)

25X1A6a

Because of floor load limitations, Herring-Hall Marvin safe files cannot be used in second floor of offices of Quarters Eye, Alcott Hall, Barton Hall, Curie Hall, and [REDACTED] Building. Preliminary study indicates, however, that an adequate supply of Remington-Rand safe files are in stock to meet requirements in these buildings. The Security Office has advised that safe files procured by the Agency must be equal to or better than specifications for the Herring-Hall Marvin 3-drawer file in order to be acceptable from a security standpoint.

6. Report for the period ending 10 September:

25X1A6a

a. Construction, [REDACTED] Warehouse (new and completed item)

25X1A6a

A steel storage shed, 20' X 48', has been erected at the [REDACTED] Warehouse site and will be used for the storage of small amounts of small army ammunition. This building was erected by GSA at no cost to the Agency.

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b. [REDACTED] Malfunction (continued item)

25X1C

Acting on reports of malfunctioning of [REDACTED] procured by the Agency, four (4) sets of replacement parts having different gasports have been received from the foreign manufacturer. These have been installed in test weapons and are scheduled for testing in the immediate future.

c. R&S Building Cafeteria (continued item)

All major items required in the enlargement of the R&S Building Cafeteria have been completed, except for painting. Opening of the new section tentatively is scheduled for 20 September 54.

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DD/A Chenoweth

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